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The War Time Demand for Office Workers

By JOHN T. KENNEDY, LL.B., Pace Institute.

Education in Finance, Dec. 16. Shorthand, Typewriting and Bookkeeping, Dec. 23. Secretarial Training, Dec. 30. Accountance, of the surface on the properties of the surface less cost and with less waste than heretofore, detailed, adequate and accurate
accounting records must be kept in their
offices. Many of these manufacturers
are engaged on Government contracts on
a cost plus profit basis. For this reason thay must now install modern accounting systems, which, when once installed, will without doubt remain, for
they will unquestionably prove the desirability of adequate accounting records. Business executives are learning
that cutting down expenses in an office
often means larger leaks occurring elsewhere in their business. From the present emergency will arise a fuller understanding of how office workers may be
used as a basis for efficiently controlling
the entire activities of an enterprise.
For these reasons the demand for office workers is not for the moment only.
Toung men and young women who are
using spare time to study office and
business executive subjects are laying
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lied to war for men technically

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Education in Finance, Dec. 16. Shorthand, Typewriting

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SCHENECTADY, N. Y., Jan. 5.—The Butterfield Memorial Chemisty Labora-tory of Union College is being completed

so rapidly that the chemistry depart-ment expects to occupy it the beginning of the second semester. The building is a gift of the late Mrs. Daniel Butter-

Union College in the class of 1849. The

equipment, which will be very complete, is the gift of H. Melville Hanna, L. L.D., of the class of 1860, and was give in honor of his teacher. Dr. Charles F.

INDIANAPOLIS Ind. Jan 5 -- F C Henderson, Fulton, Mo., was elected president of the general council of the Phi

Delta Theta fraternity, holding its bi-ennial convention here yesterday. Alex-ander Pope of Dallas, Tex., was re-clected treasurer and Thomas A. Davis

The historic document is written on feoiscap, faintly tinted with the yellow of age and beginning to crumble along the edges from the handling it has endured for sixty-two years. The writing, still clearly legible, is done in a careful, painstaking hand.

Inasmuch as this instrument is the only registed accuracy.

only political document of its kind know to be in the West, Curator Frank

S. Hall of the State University Museum

hinks it has considerable valu-A typewritten copy of the call and photographs of some of the principal

seript.

the collection.

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Chandler, the first professor of chemistry at Union College and now the distinguished dean of the chemistry profession in the country. A special departmental library completely furnished and endowed is the gift of Dr. Robert M. Fuller, Sc. D., of the class of 1863, who was also a student of Prof. Chandler's week, one night in the classiform of the classiform

PHI DELTA THETA FRATERNITY made in person at the other sor the love of Cooper Union between 7:50 and 8:50 ft M January 7th or 8th

BROADWAY # 720 ST. WSTITUT FOUNDED 1858. Secretarial Course, Stenographs, Jing, Bookkeeping, etc. Individual tion, Day and Night, by High-Callists. Begin any time. Call of Catalog. Tel. 2665 Columbus.

UNIVERSITY OF WASHINGTON. The original manuscript copy of the political call which resulted in the birth

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LANGUAGES.



BOTH SEXES. NEW YORK CITY, New York

men taking part in the first Republican convention accompanied the manu-THE U. S. SECRETARIAL SCHOOL Curator Hall lived near the great oak grove in which the meeting assembled and he has known personally some of the men whose photographs appear in

The principal photograph is that of held among the men who we Charles V. Deland, who was secretary fied with the existing pol The donor of the collection we merly a reporter in the initials W Over to the university.

A newspaper clipping published.

1879 in the Deiroit Post and Tolks.

of the convention which formulated and circulated the call for the meeting of delegates to create a new party.

The document now in possession of the university is written in Deland's of the Republican party and furneshand. He was at the time of the con-Among the several other photographs Among the several other photographs on the twenty-fifth among is one of Austin Blair, in whose office party's birth is among the in Jackson the early conferences were the collection.

> **PRIVATE SCHOOLS**

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lied to war for men technically trained are responsible for further changes in the instructing staff of the Massachusetts Institute of Technology, Boston, Mass. Resignations of assisants that are now to be chronicled are: From the department of civil engeering, H. V. the foundation for permanent careers. Those who have never been in offices may quickly fit themselves for office work and those who are in offices may work and those who are in offices may take courses of study preparatory for executive positions. In either case their services are needed now and will be needed after the war. Other ceasons than those already given lead to this conclusion. Every warring nation has a department now organized to prepare for the economic and commercial restoration which must come with peace. Each of these departments in each of these nations is looking to America to take a executive positions. In either case their services are needed now and will be needed after the war. Other ceasons than those already given lead to this conclusion. Every warring nation has a department now organized to prepare for the economic and commercial restoration which must come with peace. Each of these departments in each of these nations is looking to America to take a vital part in this restoration. Industries which have larged during war time must be revived, and the efficiency which we have introduced because of war cannot and will not be celaxed. Then, as now, the control and direction of this work will be in offices and will require the services of business executives, accountants and all types of office workers.

workers.

There is no form of war activity in which the office does not play a directing part. Armies are moved and shifted about according to plans made and orders issued from offices. Supplies, materials and equipment are produced and gathered together under the direction of offices. The funds needed to finance the war are mobilised under the direction of offices. Not only must men, material and money be raised but they must also be used effectively. Hence every known system of efficiency centres around the office. Thus the men and the women in offices are an important and a vital factor in the conduct of modern warfare. T. courses are all to the position of as-sistant save that Dr. Duncan MacInnes. now research associate in physical chemistry, has been appointed to serve in place of Dr. Keyes, and Francis D. Everett has been named research assistant in electrical engineering. The appointments follow:

ern warfare.
The causes for the control of armies and industries from offices are pretty much the same. Even a child in these days does not imagine that a general marches at the head of his troops into partial, though there are occasions when the directing head of a large army may assue his orders in the field. In most intances these orders are lamed from his tances these orders are lamed from his battle, though there are occasions when the directing head of a large army may headquarters, that is, from his office. They are not usually sent direct to the troops but are sent through various staff officers. These officers in turn have their offices, from which orders for movement of treops, for their supplies and for their equipment are issued. This control of an army organization from an office has its counterpart in the control of an industrial organization from an office.

Offices right here in New Tork rival offices in Washington as centres of war offices in Washington as centres of war activity. New York is the financial centre of the nation, the leader in every campaign to raise money. A larger por-tion of taxes is paid from New York than from any other part of the coun-try, but New York is doing even more than this—it is financing the great in-dustrial enterprises necessary for this war. In most instances these same en-

F. Lewis.

In the naval aviation detachment the following appointments to the position of instructor have been made: W. Crepau, F. Ellis, A. G. Hoelscher, J. H. Mc-Cain, W. Clifford and L. S. Ray.

Prof. A. E. Burton, dean of the Massachusetts Institute of Technology, is back from a second trip that practically bounded the United States. He has been inspecting the schools for deck officers that have been established under his direction for the United States Shipping Board, these schools being the suggestion of Henry Howard, an old student of the institute under Prof. Burton. terprises have their headquarters in New York, from which the operations of fac-tories and of distributing branches throughout the country are conducted and controlled. Urgent as is the demand for office workers in all parts of the United States it is most urgent here. in the city of New York.

The manner in which this long distance control of industry is exercised is which they will be in charge of the great nteresting. Day by day statements and 2.000 horse-power steam plant of Tech-reports are received from the various nology. Eighty sudents of the courses branches. These reports and these stateand tabulated to show the entire work of the organization. With this information as a basis, the business executive directs what is to be done. To do this he or she must be able to understand more than mere figures. Actual working the conditions must be accurately actual working the conditions must be accurately actual working the conditions must be conditions of the conditions of the conditions in the conditions of the co

statements. This requires a knowledge of the significance of the items individu-ally, relatively and collectively. Assisting the executive in this work are skilled accountants who test the accuracy of the statements submitted, and who accurately set forth, in other statements, the activities of the entire enterprise. In addition, there are the bookkeepers, the stenographers and the clerks who do the detail work required for control. Thus it is that this control centres around statements which in turn depend upon accounting records, and which must be thoroughly understood by men who direct. In addition to being a basis for control of men and of materials, accounts kept in offices are important in the financing What Is Going On Within Academic Walls

Leave of absence has been given to Arsociate Professor Frederick G. Keyes, who is Captain in the chemical section and is to go somewhere abroad. The leave of Prof. Albert Sauveur, who is also abroad, has been extended until the beginning of the next academic year, Albert S. Smith, superintendent of buildings and power, who received some months ago his commission as Captain in the Engineer Corps, has been called to service.

by Eugene Peavitt, with 19, and Jack Tolledo, 1512 points, for the seniors; Paul Brano, 18, and Paul Griessman,

Breen has been appointed president and Diplomas are given to the campers J. C. McKinnon president's assistant. In the different departments of this school The identification of 24 trees, 24 birds, the different departments of this school the following appointments have been made to the position of instructor: Engines, George Davis, N. C. Macdonald, E. L. Fuller, E. P. Sheehan and W. R. Hennessey: aerial observation, H. C. Weber: signalling, P. S. Haselton, and military drill (assistant instructor). R. F. Lewis.

In the naval aviation detachment the following appointments to the position of instructor have been made: W. Cre-Georgia. "My Old Kentuck and of the Kyle Camp song, one boys fulfilled these rec and accordingly received their diploma-The most votes for the most popular boy were given to Fred Bernhard, with but one dissenting vote for Jack Bachach. A silver medal was awarded o Fred Bernhard. The festivities closed with three nearty cheers for the further success

of the Kyle Camp and with best wishes "Auf Weidersehen" in 1918.

SIMMONS COLLEGE.

The freshman class of Simmons College, Boston, Mass., has elected its representatives for the class executive board. These representatives work with board. These representatives work with the four class officers which were pre-viously elected by the class. They are: Secretarial school, Miss Margaret S. Sy-monds of West Somerville, Mass.; household economics school, Miss Mar-garet Allison of Orange, Mass.; Library Science, Miss Margaret C. Utz of Roch-The final figures for Simmons College's donation to the Red Triangle Fund have been issued. The total stands at \$2,550. Miss Margaret B. Durand of Brooklyn. KYLE CAMP AND KYLE SCHOOL. Y., has been elected cheer leader of the freshman class. Other freshman The boys of the Kyle Camp of 1917 and the Kyle School alumni held their yearly reunion in New York city. The campers were the guests of Dr. Kyle at matinee, Keith's Palace Theatre. The yearly hanquet took place at the Cafe Boulevard. Broadway and Forty-first street, which began at 6 P. M. The president of the Kyle Camp association for 1917 is Jack Bachrach of New York; Bob Bashr of Mount Vernon is ascre-

Bob Bachr of Mount Vernon is secre-tary, and Fred Bernhard of Little Ferry

In addition to being a basis for control of men and of materials, accounts kept in offices are important in the financing of the war. The greater part of the taxation for war purposes is upon profits and upon income. The laws themselves are very complex. Even if they were simple, the accurate determination of profit, in a large enterprise, is much more difficult than the average parson imagines. For this reason business men are calling upon public accountants to making their tax returns to the Government. Without exaggeration it may be said that many business men will discover facts about profits as to their business of which they never knew before. Certainly they will be impressed with the folly of keeping down office expenses to such an extent that their records are inadequate. Every public accountant now called in to assist them in finding proving and in the folly of keeping down office accountant aim and purpose is to such an extent that their records are inadequate. Every public accountant now called in to assist them in the response to such an extent that their seconds are inadequate. Every public in the treasurer. Jack Bachrach recited at the banquet. In well selected to the large, and valuable collection of minorals which has recantly been placed in the treasurer. Jack Bachrach recited at the banquet. In well selected to the samp and valuable collection of minorals which has precipited at the banquet. In well selected and valuable collection of minorals and valuable collection of the selected and valuable collection of the SWARTHMORE, Pa., Jan. 5.-Swarth

Hy a ruling of the faculty of Swarthmore College unanimously indersed by the men's and women's student bodies Easter vacation has been shortened and all holidays eliminated, to the end that the college year may close a month earlier than usual and that students and faculty may be released to the industries. Commencement 1918 will be on

mests once a month at Columbia University. Apropos of this Mr. Thomas announced the name of Dr. Kyle as the president of the Camp Directors Association, which represents now fity-four camps, with a capital invested in a real estate and equipments of about \$1,000.000. Cups, silver and gold medals were awarded to boys for atthletics, for extra works of improvement, and for betterments and for original ideas to beautify the camp grounds. Bungation with the association w

success within a comparatively short pe

Paul Brano, 18, and Paul Griessman, 16, for the juniors: Arthur Friederich, 16, and Herbert Siddons, 12, for the juventies. The midget class carried off the best prize, a cub. won by Bob Joffe of Brooklyn, with 25 points. The boy is but 10 years of age. In the same class Arthur Bensinger won second prize with 9 points. As junior marksmen of the National Riffe Association in the trealm of organization. It was he who organized the movement to put all Presbyterian for the movement of the National Riffe Association institutes under one holding marksmen of the National Riffe Association in civil engineering. Paul Connor and Claire D. Acker: in mechanical engineering. Frank Olson, E. D. Sewall and Philip O. Yeaton: and in drawing. Clifford K. Rathbone.

In the school of military aeronautics marksmen of the National Riffe Association the following boys qualified: Addison Richardson, John Wilmarth, How-neering, Frank Olson, E. D. Sewall and Philip O. Yeaton: and in drawing. Clifford K. Rathbone.

Marksmen of the National Riffe Association byterian institutes under one holding board, from which vast advantage has ensued. Dr. Melvin also was superintendent of Presbyterian schools in Missispi for nine years, where his genius will be proposed \$500,000 fund, \$150,-100 ftm, \$150,-

ret C. Swope of Independence, Mo., for a chapel at Westminster College as a memorial to her son, William C. Swope, and which is under construction. The plan appounced by Dr. Melvin is for a campaign in Calloway county for \$75,000, and in the rest of the State for the remainder of \$275,000. Activities in these directions will be in: with the least possible delay.

U. S. NAVAL ACADEMY.

of Goshen, Ind., was chosen reporter. At-lanta, Ga., was selected as the place of ANNAPOLIS, Md., Jan. 5 .- An impor tant change has been made in the work of the second term at the Naval Acadthe next convention. months ending June 22, as had been previously planned. Commencement wil will be held on June 6. of the present Republican party in Jackson, Mich., July 8, 1854, reposes in the University of Washington Museum at Seattle, Wash. It was given to the university by Mrs. Maude E. McVickner of Victoria, B. C.

The historic document is written on feelings for the product with the callent

KENYON COLLEGE.

GAMBIER, Ohio, Jan. 5.—An honor roll of war service has been made up for in-sertion in the next catalogue of Kenyon per cent, of the average annual student attendance for the last twenty years Very few American colleges have reorted a proportionate enlistment which approaches this record. A Kenyon service flag will shortly be hung in the col-

lege chapel.

In the interests of the many Kenyon men who are or presently will be in France the college has joined the American University Union in Europe, which maintains a clubhouse for college men in Paris. Through the action of the college and the college and the college at the college lege all Kenyon men in Paris can enjoy the privileges of the union, and in addi-tion the college will be able through this organization to maintain regular comnication with its sons at the front.

ADELBERT COLLEGE.

CLEVELAND, Ohio, Jan.—Departmental catalogues for Adelbert College and the College for Women of Western Reserve University, just off the press, will be distributed this week. The Adelbert college catalogue shows a student enrolment of 41 seniors, 57 juniors, 79 sopohomores, 147 freshmen and 15 specials; total, 339. One hundred and fifty men in college last year are now engaged in war service. Their place were filled in part by a large freshman class. vice. Their place were by a large freshman class. The College for Women catalogue shows an enrolment of 101 seniors, 87 funiors, 138 sophomores, 153 freshmen and 13 specials; total, 492.

UNIVERSITY OF MAINE.

Prof. Roy M. Peterson, Ph.D., of Sterling, Kan., has been appointed proressor of Spanish and Italian at the Uni-

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